

**Bilal**

[**Bilal.336058@2freemail.com**](mailto:Bilal.336058@2freemail.com)

**Production Administrator**

at Premier Composite Technologies LLC

Location: Dubai, United Arab Emirates Education: Bachelor's degree, Commerce Experience: 6 Years, 10 Months

## TARGET JOB

Target Job Title: Production Assistant / Administrator / Document Controller / Warehouse Supervisor / ERP /HRMS

Career Level: Management

Target Job Location: UAE

Career Objective: Hard-working and responsible as Production Admin & ERP professional with 4 years’ experience in United Arab Emirates, 2 years’ experience in Oman and 4 years in Pakistan in Bank & Textile mills as Admin officer or coordinator.

Production Admin & Document Controller:

Work with a project team in order to implement systems of control. I also manage the process of distribution of internal correspondence and ensure good relationships with external and internal clients. Substantial warehouse experience: Experience with container loading/unloading, receipt/dispatch, safe operation of forklifts, checks and training and manual handling aids. I also train and supervise staff in these competencies. Organizational and time management skills: Experience managing inventory and coordination of orders and deliveries, with ability to priorities conflicting demands.

Inter personal skills: Ability to create rapport quickly and maintain positive business relationships with clients and staff, demonstrating dedication to a high standard of customer service. Technical skills: Knowledge of various Business oriented programs BASIS, SAP, ERP & DRP (Oracle System - IMS, AMS) and technologies to intermediate level including Microsoft Word/Excel/Access.

Employment Type: Full Time Employee

Target Monthly Salary: AED 5,500 (≈ USD 1,497)

Notice Period: Immediately

Last Monthly Salary: AED 4,500 (≈ USD 1,225)

## PERSONAL INFORMATION

Birth Date: 18 December 1984 (Age: 32)

Gender: Male

Nationality: Pakistan

Residence Country: Dubai, United Arab Emirates

Visa Status: Residency Visa (Transferable)

Marital Status: Married

Number of Dependents: 1

Driving License Issued From: Pakistan; United Arab Emirates

## EXPERIENCE (6 YEARS, 10 MONTHS)

February 2016 - Present

# Production Administrator

at Premier Composite Technologies LLC

**Location:** Dubai, United Arab Emirates

**Company Industry:** Industrial

**Job Role:** Administration

Using ERP, DRP, Dynamic AX (for warehouse stock and drawings) & HRMS (for emloopyees management) these softwares are using on daily basis....

Coordinate office activities and operations to secure efficiency and compliance to company policies Supervise administrative staff and divide responsibilities to ensure performance

Manage agendas/travel arrangements/appointments etc. for the upper management Manage phone calls and correspondence (e-mail, letters, packages etc.)

Support budgeting and bookkeeping procedures

Create and update records and databases with personnel, financial and other data Track stocks of office supplies and place orders when necessary

Submit timely reports and prepare presentations/proposals as assigned Assist colleagues whenever necessary

Requirement and Set daily/weekly/monthly objectives and communicate them to employees Organize workflow by assigning responsibilities and preparing schedules

Oversee and coach employees

Ensure the safe use of equipment and schedule regular maintenance Check production output according to specifications

Submit reports on performance and progress

Identify issues in efficiency and suggest improvements

Train new employees on how to safely use machinery and follow procedures Enforce strict safety guidelines and company standards

June 2013 - December 2015

# Document Controller

at United Masters Electromechanical

**Location:** Dubai, United Arab Emirates

**Company Industry:** Construction/Civil Engineering

**Job Role:** Management

Responsible for receiving, circulating and recording all incoming and outgoing faxes, emails and hand deliveries. Ensuring sequential numbering system in each and every outgoing correspondence.

Ensuring quality formats being used adequately for correspondences, submittals, transmittals to clients, consultants,